

**STATE OF ALABAMA  
DEPARTMENT OF INSURANCE  
*FOREIGN FRATERNALS***

**SPECIAL INSTRUCTIONS FOR FILING THE FINANCIAL STATEMENTS,  
FEES AND SUPPLEMENTAL DOCUMENTS**

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**IMPORTANT INFORMATION**

It is necessary to include your NAIC number in the spaces provided. Do not use the federal identification number in place of your NAIC number.

**FILING OF FEES**

**At this time, the Alabama Department of Insurance does not have an EFT account.** The Department has established a lock box operation for receipt of ALL Premium Taxes and Fees. Premium Taxes and Fees, ALL tax returns, and the Annual Statement should be sent to one of two lock boxes. It is the responsibility of the Company to see that Filings are timely and mailed to the correct Lock box.

**THE ITEMS BELOW ARE DUE BY MARCH 1 OF EACH YEAR**

1. **Annual Statement**
2. **Fees Return Sheet with Annual Statement Filing Fee and Renewal Fee**
3. **Official List**
4. **Application for License Renewal**
5. **\$175.00 Annual Audit and Examination Fee and Transmittal Form**—this item only, see reverse side for address
6. **Retaliatory Tax Statement** – Fraternal are exempt from premium tax, but this statement, which also includes fees, must be completed
7. **Certificate of Compliance**
8. **Certificate of Deposit** – Failure to submit a current Certificate of Deposit may result in the rejection of your Certificate of Authority Renewal Application.
9. **Certificate of Valuation**

**POSTAL SERVICE**  
Alabama Department of Insurance  
c/o Compass Bank  
P. O. Box 830691  
Birmingham, AL 35283-0691

**COURIER OR EXPRESS SERVICE**  
Alabama Department of Insurance  
c/o Compass Bank  
701 South 32<sup>nd</sup> Street  
Birmingham, AL 35233

**FILING REQUIREMENTS – Fees**

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|---------------------------------|---------|
| 1. Annual Statement Filing Fee: | \$25.00 |
| 2. License Renewal Fees:        | \$55.00 |

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#### **FILING REQUIREMENTS – Annual Audit and Examination Fees**

The **Annual Audit and Examination Fee for Fraternal Benefit Societies is \$175.00**. A check should be attached to the Audit and Examination Transmittal Form and mailed to the address below. PLEASE DO NOT COMBINE THE LICENSE RENEWAL FEE AND ANNUAL STATEMENT FEE WITH THE AUDIT AND EXAMINATION FEE.

##### **POSTAL SERVICE**

**Alabama Department of Insurance  
c/o Compass Bank  
P. O. Box 830707  
Birmingham, AL 35283-0707**

##### **COURIER OR EXPRESS SERVICE**

**Alabama Department of Insurance  
c/o Compass Bank  
701 South 32<sup>nd</sup> Street  
Birmingham, AL 35233**

#### **SUPPLEMENTAL FILINGS—DUE DATES**

Supplemental filings made with a Company's state of domicile and the NAIC do not have to be filed with the Alabama Department of Insurance. Documents can be retrieved electronically from the NAIC database. Please see the NAIC Annual Statement Instructions for further Instructions concerning Supplemental filings.

Foreign Insurers are not required to file Quarterly Financial Statements with the Alabama Department of Insurance.

**ALL FILINGS WITH THE ALABAMA DEPARTMENT OF INSURANCE MUST BE MAILED BY THE U. S. POSTAL SERVICE OR COURIER. HAND DELIVERY IS NOT ACCEPTABLE.**

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#### **CONTACT PERSONS**

All questions relating to premium tax should be addressed to the Department of Insurance, Examiners Division: Ann Strickland (334-241-4154) or Belinda Williams (334-241-4162).

